



# Example of Architectural Coordinator Job Description

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Our growing company is looking for an architectural coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for architectural coordinator

- Lead the entitlement and permitting process required to obtain the necessary government and city approvals for remodel projects
- Assist in negotiations for land/zoning approvals with local approving authorities for remodels/design modifications
- Attend and give presentations in public meetings
- Organize and coordinate development submittal packages to cities
- Draft Site Investigation Reports (SIR) in support of the above items
- Produces detailed construction documents for new and existing Maverik C-store locations
- Assists in the maintenance of Maverik's prototype and design standards
- Works with Entitlements to prepare preliminary design packages
- Provides due diligence support regarding development of new and altering existing Maverik C-Store locations
- Conducts site visits to check on project status and provide in-field support as necessary

## Qualifications for architectural coordinator

- A commitment to consistently exceed the customer's expectations
- The ability to learn, understand, and transfer knowledge relative to entire AS product line
- Proficiency in operating a PC with basic knowledge of Microsoft Excel, and

- Licensure is a plus
- Submission of a sample page along with resume is preferred